

ibk initiatives

**PAYROLL &
BUDGET
MANAGEMENT
NEWSLETTER**

**NOVEMBER
2013**



ibk initiatives

ibk initiatives is a social enterprise working with disabled children, young people & their families. We also work with disabled adults. Our aim is to transform support so that disabled children, adults & their families are included in communities and enabled to live meaningful and productive lives.

This newsletter is to let you know what we are doing, to keep in touch and to give you our top tips for helping payroll and budget management work smoothly.

If you have anything you would like to include in the newsletter please let us know.

We will produce a newsletter four times a year.

Who's who at ibk

Debi Jones is our payroll and budget management administrator. She works Monday to Friday from 8am - 1. On some days she works until later than that.

Sylvia Roberts is our home visitor. She meets all our new families and helps get

things set up. Sylvia also finds & recruits PAs.

Pippa Murray does a bit of everything - from home visits and payroll to liaising with other agencies. Pippa covers for Debi when she is on holiday.

Pippa set up ibk and is always on the look out for new ways of working that will be helpful to families.

**December
2013**

ibk initiatives
St Mary's Church Community Centre
Bramall Lane
Sheffield, S2 4QZ
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Entitlement to holidays

We often get asked how to work out a PAs holiday entitlement. The government determine how much holiday we are entitled to. Most PAs work a small number of hours every week. Those regular weekly hours are multiplied by 5.6 and this gives us their yearly entitlement. For example, if a PA works for 5 hours each week, they are entitled to 28 hours holiday a year ($5 \times 5.6 = 28$).

Please make sure all holiday hours are clearly entered onto the timesheet.

Sick Pay

PAs working regular hours are entitled to sick pay. The amount employees are entitled to depends on the hours they work. To qualify for statutory sick pay employees must have been ill for 4 days in a row (including non working days) and earn £109 (before tax) each week. The first three days of sick pay are paid by employers.

If a PA does not qualify for statutory sick pay, but has to take time off due to illness, employers have a duty to supply them with a Statutory Sick Pay form (SSP1). This enables PAs to apply for Employment & Support Allowance instead.

Because some PAs work such a few hours, and PAs and employers have such close relationships, we know many PAs who simply rearrange their hours to make up the time they have missed if they have been off sick. This arrangement is between each employer and their PA(s).

Arrangements for payroll over Christmas period

We will be processing your payroll as normal over the Christmas period. But....

St Mary's will be closed from 23rd December to 2nd January so please do not bring your time sheets in over those dates. Instead, please bring or send your time sheets in earlier than usual. We will arrange for our post to be re-directed over the Christmas period so we will receive all time sheets coming through the post. Please remember that the Christmas post slows things down so it may take longer than usual. We will get all time sheets emailed to us as usual.

We will be back in the office on January 2nd.

Contact Details:

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Sylvia: sylvia@ibkinitiatives.com

or ring us on: 0114 223 0236

www.ibkinitiatives.com